



Nova Scotia Student Information System

Nova Scotia Public Education System

'More' Section in TIENET

Quick Reference Guide

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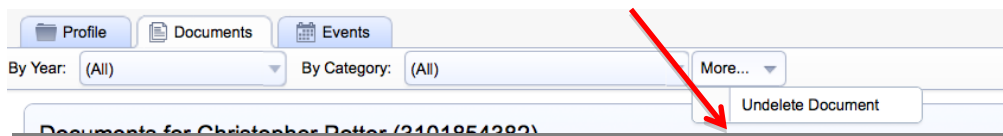
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1 MORE – DOCUMENT FEATURE IN TIENET

The **More** section is available to certain users, and allows the user to use additional functions such as modifying the year a document is produced, deleting a document, undeleting a document, etc. For certain users, this feature is found in 3 places; in a student's **Documents** section, an opened document and the Profile section.

1.1 USING MORE TO UNDELETE A STUDENT DOCUMENT

- Access to **More** in a student's **Documents** section is role-dependent. Undeleting a document is the only option in this section.
- Above the student's list of documents click on **More - Undelete Document**



- Choose the document to undelete – click **Undelete**

Document Type	Document
<input type="radio"/> Documented Adaptations - PPT	Draft
<input type="radio"/> Documented Adaptations - Teacher Exploration	Draft
<input type="radio"/> Individual Program Plan	Draft
<input type="radio"/> Programming Document Attachment: Gluten Free Granola Bars.doc	Final
<input type="radio"/> Programming Document Attachment: Cranberry Granola Bars.doc	Draft
<input type="radio"/> Confidential Document (SLP Report)	Draft
<input type="radio"/> Confidential Document (SLP Report)	Draft
<input type="radio"/> Confidential Document (SLP Report)	Draft

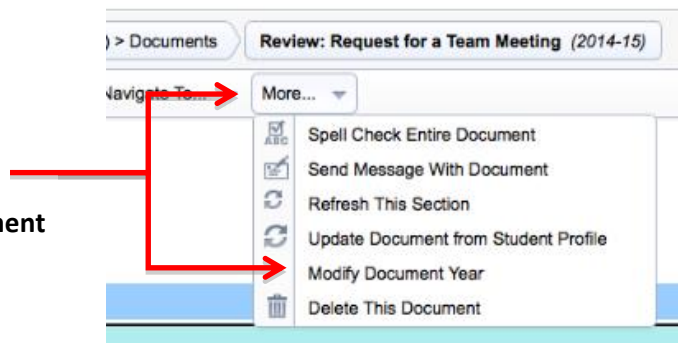
1.2 USING MORE IN A TIENET DOCUMENT

- There are several options in the **More** section when a specific TIENET document is opened. For example, below are the steps for modifying the document year and deleting a document.

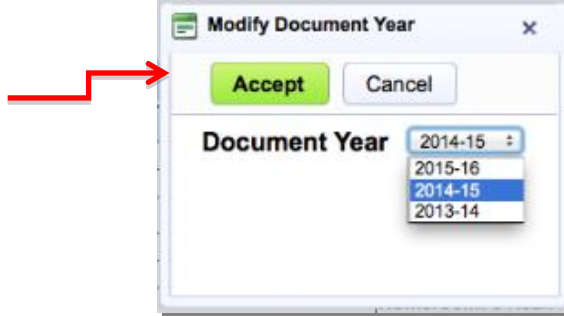
1.2.1 Modify Document Year

- Choose the document to modify the year.

- Click **More - Modify Document Year**



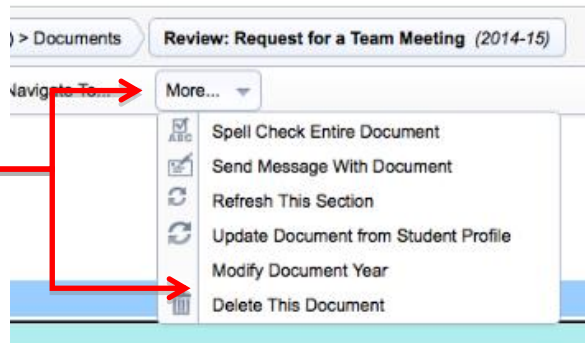
- Select the preferred year - **Accept**



1.2.1 Delete This Document

- Choose the document to delete.

- Click **More** – **Delete This Document**



- Click **Delete** – **OK**

1.3 USING MORE IN THE PROFILE SECTION

- Using **More** in the Profile section allows users to view the Audit Log which tracks events that have occurred in TIENET for that student for a specific date, number of days and number of entries.

